

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 19, 2025

Final Decision Date Deadline: November 19, 2025

STATEMENT OF THE ISSUE: The minutes of October 15, 2025, Regular Meeting of the Richmond Rent Board require approval.

INDICATE APPROPRIATE BODY

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Redevelopment Agency | <input type="checkbox"/> Housing Authority | <input type="checkbox"/> Surplus Property Authority | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> | |

ITEM

- | | | |
|---|--|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) | | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Regulation | <input checked="" type="checkbox"/> Other: <u>CONSENT CALENDAR</u> |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Rent Board As Whole | |
| <input type="checkbox"/> Grant Application/Acceptance | <input type="checkbox"/> Claims Filed Against City of Richmond | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) | |

RECOMMENDED ACTION: APPROVE the minutes of the October 15, 2025, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-1.

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RICHMOND, CALIFORNIA, October 15, 2025

The Regular Meeting of the Richmond Rent Board was called to order at 5:04 P.M.

PLEDGE TO THE FLAG

The Pledge of Allegiance was recited.

ROLL CALL

Board Members Present: Hite, Willis, Vice Chair Cantor, and Chair Tipton.

Staff Present: Executive Director Nicolas Traylor, Deputy Director Fred Tran, and General Counsel Charles Oshinuga.

Absent: Board Member Espinoza.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

PUBLIC FORUM

Cordell Hindler, a Richmond Resident, began by requesting that during Rent Program Appeal Hearings, the attorney and parties speak more slowly to assist the interpreters. He also invited Rent Board Members and staff to the following upcoming events: the Council of Industries Boat Tour, scheduled for October 24, 2025, at the Harbor Master's Building, and the Contra Costa Mayors Conference, held on December 4, 2025, and hosted by the City of Pleasant Hill. He also expressed that it was nice to see former Rent Board Members at the Board Member Recognition held in September and commended them for their time served on the Rent Board.

Monique Taylor, Richmond Property Owner, expressed dissatisfaction with the City's inspection process, stating that inspectors had re-inspected her properties within 18 months, contrary to the expected three-year cycle. She reported that inspections were burdensome and often held landlords accountable

for tenant-related issues, describing the process as "harassment." She requested clarification of the landlord's rights and representation by the Rent Board.

David Taylor, Richmond Property Owner, expressed that he shares similar concerns about the inspection process, noting excessive reinspection fees and fines. He emphasized the challenges with tenant compliance, including blocked windows and maintenance issues. He questioned who represents landlords and sought clarification about the next steps for addressing grievances.

Chair Tipton and General Counsel Oshinuga provided a brief response to the Taylors, clarifying that the Richmond Rent Board does not administer or oversee the City's Rental Inspection Program. That program is housed under the Community Development Department, which oversees and administers the ordinance. They advised the Taylors to direct inspection-related concerns to that department.

A motion was made by Chair Tipton to recess for 5 minutes to speak privately with the Taylors to provide them with additional information on the appropriate contacts, seconded by Board Member Willis. The motion to recess for 5 minutes passed with Board Member Espinoza absent. The meeting adjourned for recess at 5:24 PM. The meeting was called back to order at 5:29 PM.

CONSENT CALENDAR

On motion from Board Member Willis, seconded by Board Member Hite, the Item(s) marked with an (*) were approved with Board Member Espinoza absent.

***F-1.** Approve the minutes of September 17, 2025, Regular Meeting of the Richmond Rent Board.

***F-2.** Approve the minutes of September 30, 2025, Special Meeting of the Richmond Rent Board.

***F-3.** Receive the Fiscal Year 2025-26 Monthly Activity Report through September 2025.

RENT BOARD AS A WHOLE

G-1. Executive Director Nicolas Traylor presented on the matter to 1) direct staff to collaborate with the City Attorney's Office and City of Richmond Staff to draft ordinance language consistent with

existing City lien policy and procedures, and 2) direct staff to return to the Rent Board with a draft proposed ordinance for possible approval and recommendation to the City Council.

The presentation included a Statement of the Issue, goals of a Rent Board specific a lien ordinance, including streamline enforcement, boost compliance, protect revenue stream, leverage cooperative agreement benefits, clarify roles and authority, and provide for due process, recommended features of a Rent Board lien policy, information on how the current City of Richmond lien process works, a proposed outline of Rent Board/Rent Program lien process, Conclusion, implementation roadmap (next steps), the Recommended Action and the City lien process flowchart & Rent Board lien process flowchart. Discussion ensued. There were no public comments on this Item.

A motion was made by Board Member Willis, and seconded by Vice Chair Cantor, directing staff to collaborate with the City Attorney's Office and City of Richmond Staff to draft ordinance language consistent with existing City lien policy and procedures and to return to the Rent Board with a draft proposed ordinance for possible approval and recommendation to the City Council, passed by the following vote: **Ayes:** Board Member Hite, Willis, Vice Chair Cantor and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Espinoza.

REPORTS OF OFFICERS

Board Member Willis suggested that, in light of the public concerns expressed earlier, the Rent Program coordinate with the City to establish clear communication procedures regarding the Rental Inspection Ordinance, thereby minimizing confusion among residents and landlords.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:44 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair